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| **PERSONAL DATA** |
| LAST NAME | FIRST NAME  | NAME YOU GO BY | DATE OF BIRTH  |
| ADDRESS | CITY | STATE | ZIP CODE |
| PRIMARY PHONE # | EMAIL ADDRESS |
| **EDUCATION** |  |  |  |  |  |
| HIGH SCHOOL  | MAJOR  | YEAR GRADUATED | GPA |  |
| UNIVERSITY OR COLLEGE | MAJOR | YEAR GRADUATED | GPA |  |
| OTHER EDUCATION  |
| 1. What is the purpose of your résumé? Are you looking for a position with a different employer or a different position with your current employer?
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1. Non-work experience. What professional associations do you belong to? What positions have you held in these groups? If you are a recent graduate, what organizations were you involved with while in college? What significant volunteer work have you done?

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1. Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

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1. What is your target industry?

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1. Find a target job that where you would like to work at on the internet and paste the link.

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1. What types of jobs interest you and why?

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1. What are some of your hobbies outside of work?

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1. Using four adjectives what makes you the perfect candidate for the job?

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1. For every other year of employment going back 10 years please outline your significant work contributions using (S)ituation (A)ction and (R)esult format. Optimally I would like 3 work contributions per job utilizing the SAR format.